

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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To: All Bureau of Land Management (BLM) Employees

From: Assistant Director, Human Capital Management

Subject: Mandatory Equal Employment Opportunity/Diversity Training for Employees **DD: 09/30/2016**

All BLM employees, including seasonal and temporary employees and students, are required to complete a minimum of 4 hours of training. The training is to be comprised of Equal Employment Opportunity (EEO) and/or Diversity training in any combination of hours to equal at least 4 hours. All managers and supervisors are required to complete a minimum of 8 hours of training (4 hours of EEO training and 4 hours of Diversity training). As a part of the aforementioned guidance, managers, supervisors and employees must complete the mandatory Prevention of Sexual Harassment (POSH) training either via DOI Learn or through very specific in-house POSH training prepared, hosted and/or instructed by the EEO Office. Finally, all training must be completed prior to the end of this Fiscal Year (FY).

Ethics training cannot be counted toward your EEO and Diversity training requirement. Non-BLM employees, such as contractors and volunteers, are not required to complete BLM EEO and Diversity training but may attend with their supervisor's approval EEO training is focused on equality and equal access as well as corrective and preventative measures for discrimination, harassment, and equal opportunity. It is legally based training concerned with protected classes (e.g., race, color, national origin, religion, sex, age, disability, genetic information, or reprisal

for prior EEO activity). EEO training may include topics such as Title VII and the EEO process, POSH, and Alternative Dispute Resolution.

Diversity training places emphasis on recognizing our similarities while understanding, valuing and benefiting from our differences. Capitalizing on all of the strengths of each individual improves our BLM and makes us more competitive and effective. Training may include Special Emphasis observances (i.e. Women's History, Asian/Pacific Island History, etc.) and topics such as Gender and Generational Differences, Disability Awareness, Understanding Unconscious Bias, and Respect in the Workplace. For all of the above, EEO officials are the sole authority for determining what counts as creditable training.

Supervisors are responsible for ensuring that their employees complete the training requirement prior to the end of the Fiscal Year.

Mandatory Courses for all Managers, Supervisors and Employees

- All mandatory POSH training will be automatically loaded onto your DOI Learn profile. Once logged onto to DOI Learn, ensure you are on the "My Home" tab. Your required training will be to the right under the section entitled, "My Learning."
- Important Notice: The NoFEAR Act training is being revised Department-wide and is not currently available. The EEO Office is monitoring the progress of the revisions and will notify the workforce as soon as the training becomes available.

Options for Fulfilling the Remaining Hours of Required Training

- Employees, managers and supervisors may obtain training credit for EEO and Diversity by one of the following methods:
 - Log into DOI Learn and select the tab entitled, "EEO, Diversity & Ethics Courses." Select from the various EEO and Diversity Course. See attachment for a current listing of DOI Learn classes.
 - In-house POSH training: EEO Managers will maintain a roster of attendees and provide signed copies to the DOI LEARN Data Steward.
 - Attendance at a Special Emphasis Program (SEP) event (i.e., Women's History, Asian/Pacific Islander History, etc.). You can only obtain credit for an SEP event by registering in DOI Learn. Contact your local Special Emphasis Coordinator or EEO Manager for upcoming events and questions on registration.

- As more courses become available, they will be announced.
- EEO Managers may conduct and/or facilitate Civil Treatment training that will be creditable towards the EEO and Diversity training requirement.
- Do not attempt to "retake" a specific EEO or Diversity course that you have previously completed; you will not be able to obtain a fresh completion date. You will need to find a new course to take to fulfill the training requirement.

Questions pertaining to this guidance should be directed to your local EEO Manager.

Signed by:
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Assistant Director
Human Capital Management

Authenticated by:
Catherine Emmett
Division of IRM Governance, WO-860

1 Attachment:

[1- FY 2016 DOI Learn EEO and Diversity Training Courses \(3 pages\)](#)